# IFS Connection

## IFS Help Desks

The IFS Help Desks are available to assist with problems such as access, password reset and navigation.

Please call or e-mail for assistance:

775/684-5245   **Lauri Wilkens** (Financial)
                *lwilkens@doit.state.nv.us*
775/684-8696   **Tricia Buckner** (HR)
                *tbuckner@doit.state.nv.us*

## From the Desks of…

*Editor's note:*

Happy New Year!

Welcome to the first soft-copy edition of the *IFS Connection*. As noted in the last issue, with this electronic version of the newsletter, we are attempting to eliminate paper waste and cut costs by utilizing technology other than pen, ink and paper.

### …Cynthia Bauman, IFS-HR System Administrator

It's hard to believe that we are moving forward with years that begin with "20." In the late '60s or early '70s (I'm dating myself) there was a song titled *In the Year 2525* and I used to imagine if I lived to see that year, we would be traveling in space units like the Jetsons. Although I don't think 2525 will be quite as futuristic as I had imagined, I can say that the IFS-HR Team will be doing its part to contribute to the "future" of Human Resources technology in our state during 2002.

Aside from rolling out ADVANTAGE™-HR to all agencies, we have many new initiatives planned and I am looking forward to sharing them with you. Some of the areas we are working on, or have implemented, are mentioned in this newsletter.

As always, the HR team and I are more than happy to help and answer your questions regarding IFS-HR. I trust your holidays were peaceful and hope you have a safe and "Fun" new year.

### …Kim Huys, Chief Accountant, IFS-Financial

ADVANTAGE™-Financial training has resumed with a full schedule. The initial rollout is complete in 41 agencies that are using ADVANTAGE™ to pay bills

***From the Desks of*** *continued from page one.*

and process deposits.  Approximately 31 agencies remain who have not yet completed the process.

Financial Management, Training and Controls Section of the Department of Administration (FMTC) has been working diligently to ensure internal controls are approved prior to agencies attending their scheduled training sessions.  As a reminder, internal controls are due to FMTC on the first business day of the month prior to the month the agency is scheduled to go-live.  If you have questions about the deadline for submitting your agency's internal controls, please contact Lindi Duran at 775/684-5197.
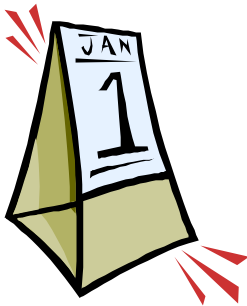
The IFS-Financial team hopes that your holiday season was filled with good cheer and that all of your New Year's resolutions become reality!  We look forward to working with you during 2002! ◆

### CURRENT E-MAIL ADDRESSES ARE IMPORTANT!

It is vital to have current e-mail addresses for your agency ADVANTAGE™ contact person and your agency technical support person.  They will be notified of system changes and release of quarterly updates so they can be applied to your system(s) upon availability.  Please contact Ken Cannon, Computer Network Specialist, in the State Controller's Office, kcannon@controller.state.nv.us, to update these e-mail addresses. ◆

### HAPPY NEW YEAR FROM STATE CONTROLLER KATHY AUGUSTINE

I want to take this opportunity to wish everyone a Prosperous New Year!  The State Controller's office also hopes you had a very happy and healthy holiday season.

I am pleased to formally announce the appointment of James Wells (former IFS Chief Accountant) as the new Chief Deputy Controller.  Jim replaces Mark Winebarger who assumed the Deputy of Cash Management position in the State Treasurer's Office last November.  Mark will be sorely missed, but I am sure Jim is ready for both the challenges and opportunities of his new office.

To date we have collected almost **$100,000** owed the State through our new Warrant Offset program made possible by IFS!  This service, initiated last year with the Department of Taxation, is now available to **all** agencies.  Agencies may request our office 'flag' any business, or individual, that owes a debt to the State.  Any payment invoice processed to that vendor account is intercepted on behalf of the agency requesting the 'flag' or 'hold'.  The payment is then transferred to the holding agency.  If you are interested in this program, and have not yet contacted our office, please call Jeannine Coward, Assistant Controller, at 775/684-5611 or via e-mail at jcoward@govmail.state.nv.us, at your earliest convenience.

As we enter the final year of the current administration I am amazed at how much we have accomplished in such a short amount of time.  I commend all of you associated with this project for your hard work and dedication.  I look forward to continuing our 'on schedule' and 'on target' rollout and training program through the end of this biennium. ◆
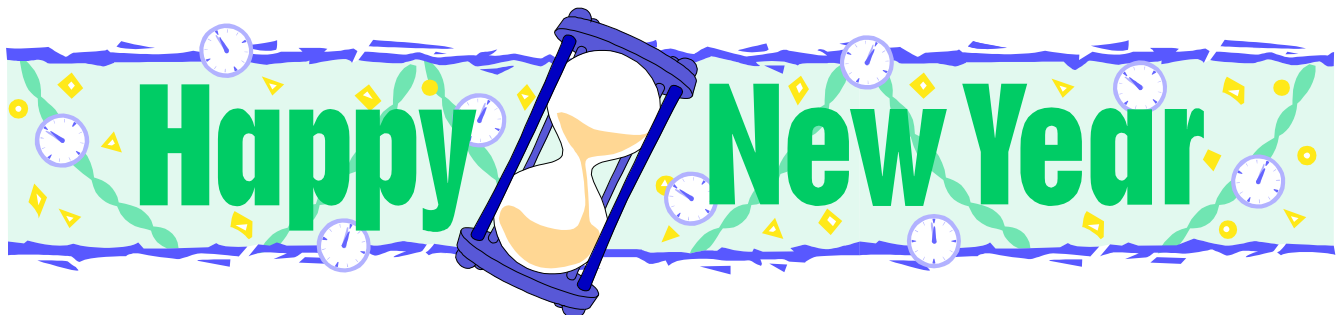
# IT'S IN THE REPORT!

### Encumbrance Detail Report

The IFS-Financial team has developed a new Data Warehouse report that will help users monitor their outstanding encumbrances and pre-encumbrances.  The report is accessed via the Controller's Office Statewide Information page by selecting the Encumbrance Detail Report link.  Users specify a Fiscal Year, Budget Account and "To Date."  The "To Date" is the date for which outstanding Encumbrances and Pre-Encumbrances will be reported so it is possible to go back in time and view the status for a prior date.



The report details outstanding Requisition (RX) documents and outstanding Purchase Orders, either local Purchase Order (PO or PD) documents entered by the agency, or Centralized Purchase Order (PC or PG) documents.  There is an option to download the report to a spreadsheet if desired.  The total outstanding pre-encumbrances and encumbrances on the Encumbrance Detail Report should match the corresponding entries on the Budget Status Report at the same point in time.  Data is updated each business night so information can be viewed for any day up to the prior business day.

Users are encouraged to utilize this new report and to call the IFS-Financial Help Desk at 775/684-5245 if they have questions. ◆

# Procurement Card Reminder

Online agencies using the procurement card must make payments to Bank of America Commercial Card by EFT.  In addition to using the correct vendor number, T81090039, the following information must be entered on the first line in "Additional Description" on the payment voucher:  **RMT\*CR\*16-digit account #\\**

If you have questions, please contact Tammy Beattie at 775/684-5605. ◆

# …FROM THE FINANCIAL HELP DESK…

*Tip of the Quarter…*

Confused about where to find a document already entered into ADVANTAGE™-Financial?  You are sure to find the following tables useful.

**Document Listing (SUSF)**
**SUSF** temporarily stores all documents entered by users.  Entries are arranged by document ID: document type, agency number and document number (i.e., PV 060 KT0141, CR 130 9999999) and include documents waiting for approval (PENDx), documents rejected (REJCT) and waiting for correction, documents held for future action (HELD), documents scheduled to run in the nightly cycle (SCHED) and those already processed (ACCPT) and available for research only.

To find a specific document, enter the Document ID into the specified fields.  Select Browse or F4 to bring data into the listing.  Use the scroll bar on the right of the screen to scroll to the bottom of the screen.

➢ Accepted documents (ACCPT) remain on the **Document Listing (SUSF)** for one day *after* they have been processed.  Documents in ACCPT status cannot be changed.
➢ The nightly cycle will process all SCHED documents free of errors and apply ACCPT status.
➢ Documents placed on HELD status will stay on **SUSF** indefinitely unless changed.
➢ A document in a DELET status can be undeleted and changed only until it goes into the nightly cycle at which time it will be deleted.
➢ **SUSF** is updated in real time.  If changes are made that affect the status of a document, the Refresh button must be clicked to see that change.  If the document is not in **SUSF**, it is probably on the **Document History Inquiry (DHIS)** table.

**Document History Inquiry (DHIS)**
**DHIS** displays documents and account coding after processing.  Use the scroll bar to view all of the data on the table.  From **DHIS** you can leaf (Display: Related Data or F2) to **Document Cross Reference (DXRF)** which lists all related documents and **Vendor Document Cross Reference (VXRF)** that shows all related vendor documents.  **DHIS, DXRF** and **VXRF** are updated in the nightly cycle.

**Open Payment Voucher by Document Number Inquiry (OPVD)**
**OPVD** displays a listing of processed payment vouchers.  Input the agency three-digit code and the PV number.  Select Display: Browse Data or F4.  (If the document does not appear on the list, it has not processed.)  Highlight the desired document, leaf (Display: Related Data or F2) to view the **Open Payment Voucher Header Inquiry (OPVH)**, the header of the PV.  From the header you can verify information such as the vendor, amount of PV and how the payment was made (EFT or check).  Leafing again (Display: Related Data or F2) brings the **Open Payment Voucher Line Inquiry (OPVL)** where account coding can be verified.  The warrant number and issue date can be seen in the Check Data view.  If this is an EFT, the number will not appear until the third day after processing.  If the check has been cancelled, the check number will be replaced with a Check Cancellation (CX) number.  Both **OPVH** and **OPVL** are updated in real time.

For information on additional tables and their use, be sure to consult your SNAP manual. ◆

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*HAPPY 2002 FROM THE IFS-FINANCIAL STAFF!*

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# FINANCIAL TABLE OF THE QUARTER

**ALOG (Approval Log)** shows the history of approvals a document has received and indicates the user applying each approval.



Using the Navigator, **GO TO** the **ALOG**.  Complete the following:

- In the **Batch ID** field, enter the Trans Code (PV, JV, CX):  *PV*

- Tab over to enter the three-digit agency code:  *060*

- Tab over to the **Document ID** field and again enter the Trans Code:  *PV*

- Tab to enter the three-digit agency code:  *060*

- Tab again and enter the document ID:  *00000012717*

**F4** or **Display: Browse Data** to bring up the first information screen for this document:



The log shows that on May 23, 2001, the person with the specified User ID input the document and applied a Level 3 approval.  Notice the document status before and after approval as well as what level of approvals this user has.

To view the next page of this document's history, **F5** or **Display: More Data**:

*Financial Table continued from page five.*



The second page shows that on May 24, 2001, another user applied Level 4 approval.  You can continue to page through until there is no further information on a document.

The **ALOG** is a useful tool to view a document's history.  You may find that one person input and approved a document, took an approval off (perhaps to make corrections), reapplied approval and then another user applied the final approval.

**Note:**  CRs do not require approval and are not found in **ALOG**. ◆

# IFS-HR UPDATES

**Security**

A "timeout" security feature for ADVANTAGE™-HR will be introduced within the next month.  It will automatically logout any user who has been inactive for a set period of time.  This is consistent with Department of Information Technology (DoIT) standards.  Hopefully, this will prevent an unauthorized person from accessing ADVANTAGE™-HR.

**Payroll Changes**

The pilot for the new biweekly timesheet has been successfully developed in spreadsheet format. The new timesheet is available to any agency using ADVANTAGE™-HR.  All other agencies will be offered the timesheet as they rollout.

Elimination of social security numbers as the primary identification number on timesheets will be occurring this month.  A system-generated internal identification number will be issued to the Nevada Department of Transportation (NDOT) and Central Payroll employees to use on timesheets. This HR initiative was requested following the last legislative session.  Social security numbers will also be removed from paycheck stubs to help deter social security number fraud.

**IFS-HR Training**

During the second quarter, the Timesheet Data Entry course will be absorbed into a new Payroll Data Entry module.  It will provide training on how to enter timesheets, as well as instruction on Special Pay and LEAV transactions that will be rolled out to agencies statewide.  Agencies that have previously rolled out in timesheet and ESMT data entry will be authorized to enter Special Pays or LEAVs upon completion of the course.

*IFS-HR Updates continued from page six.*

The IFS-HR team is developing curriculum for Position Status Maintenance Transaction (PSMT) which will be used to enter new positions and position reclassifications into ADVANTAGE™-HR.  The four-hour PSMT Data Entry class will coincide with the ESMT rollout.  Enrollments will be accepted in the second quarter.  Once this training requirement has been satisfied, agencies previously rolled out in timesheet and ESMT entry will be authorized to enter PSMTs as well.  Other agencies will follow in accordance with the IFS-HR rollout schedule.

ADVANTAGE™-HR training modules use the IFS-HR Procedures as a template for lesson plans and emphasize the steps to successfully create and process Payroll and Records actions in the program.  ***IFS-HR training should not be confused with certification training that focuses on policy issues and is offered by Central Records and Central Payroll.***

IFS-HR classes are clustered by the following three key data entry groups and training areas.

| | |
|---|---|
| Payroll, Time & Attendance | Special Pay Adjustments, Leave Adjustments, Salary Corrections, Direct Deposits (EFT), and Timesheets |
| Position Maintenance | Position Status Maintenance Transactions (PSMT) for new positions and position reclassifications. |
| Records | ESMT A and ESMT B Forms |

The associated classes are for employees who will enter data in the system as well as supervisors and/or managers who will access the information.

A "Train the Trainer" class will also be offered to larger departments who will provide their own training to agency timekeepers and have the benefit of introducing agency timesheet policies during the implementation of ADVANTAGE™-HR.  Agencies wishing to participate in this style of training should enroll a few key staff in the Train the Trainer course.  A lesson plan for timesheet data entry will be provided.  Trainers should attend the Timesheet class (Payroll class as it will be known) as a prerequisite to Train the Trainer to establish the necessary knowledge to develop agency-related training.  Enrollment for Train the Trainer, PSMT Data Entry and Payroll Data Entry classes will be accepted in the second quarter.

IFS-HR Navigation is a prerequisite for any of the other training classes.  Employees will not be enrolled in Timesheet Data Entry or Appointment (ESMT) training without IFS-HR Navigation.  We recommend that all employees attend or register in an IFS-HR Navigation training class prior to your rollout deadline.

Questions regarding IFS-HR training should be directed to Deborah Harris at 775/684-8697 or Cynthia Martinez at 775/684-5325.

**Agency Rollout**

The IFS-HR team continues to be on-target with scheduled rollout activities.  If you have questions concerning the process, or when your agency is scheduled for rollout, please contact Deborah Harris at 775/684-8697 or Cynthia Martinez at 775/684-5325.

During the past quarter, IFS-HR administration met with the Departments of Conservation, Business and Industry, and the Gaming Control Board to plan the ADVANTAGE™-HR implementation.  All have successfully begun preparation, and two have commenced online entry of personnel and payroll transactions/documents.

*IFS-HR Updates continued from page seven.*

**HR Data Warehouse (HR-DW)**

New features have been implemented that include quick access to timesheet detail, time and leave reconciliation, part-time tracking and overtime analysis.  Training on these areas will be scheduled for March.  We are currently piloting this phase with state agencies with positive reporting and unique staffing needs, such as 24-hour facilities.

This latest phase will be helpful in assisting with the following:
- Analyzing time reported both organizationally and historically;
- Assisting in planning and budget preparation by indicating staffing requirements;
- Helping agency users identify and justify high overtime usage;
- Aiding in researching time entry issues by providing an easily accessible history of timesheet transactions;
- Providing additional detail below that of the accounting and paycheck views of data, enhancing the capabilities of those sections;
- Assisting in current timesheet auditing functions;
- Comparing leave usage totals to other agencies and across historical timeframes**;**
- Analyzing leave liability based on current balances in a more flexible fashion than provided in ADVANTAGE™-HR;
- Monitoring leave usage in more detail than is available by existing reports;
- Monitoring low leave balances in order to avoid LWOP situations;
- Authorizing leave usage based on current balances;
- Tracking part-time employee hours for landmarks such as 1044 or 2088 hours.

Last quarter, a tutorial was developed to assist users in navigating through the Data Warehouse.  This tutorial can be accessed on our Web site and/or in hard copy.  Please contact Cynthia Martinez at 775/684-5325 for a hard copy.

We're all excited about the HR-DW and some of the features we can now offer agency users.  Please feel free to utilize the HR-DW User Feedback form to provide specifics on how the HR-DW has assisted your agency in accomplishing business functions.  Some of your experiences may be included in the next issue of *IFS Connection*!  We're listening.

**IFS-HR Procedures**

Two new ADVANTAGE™-HR procedures, along with revisions to the Appendices, will be distributed this quarter.

- 01.04.01 – New Position Classification describes how to create a new position.
- 01.04.03 – Position Reclassification describes how to change a position's Title and associated Grade.

The procedures are available online through the IFS-HR Web site (www.ifs.state.nv.us) with revisions distributed and posted quarterly.  Revisions for the quarter ending Dec. 31, 2001 will be printed and distributed through Central Records this quarter.  Replace existing Procedure Manual pages with the revised pages.  If you have questions, please call the IFS-HR Help Desk at 775/684-8696. ◈

## *The IFS-HR Staff wishes you a Happy New Year!*

# …FROM THE HR HELP DESK…

As more agencies go online with document processing, we have more questions in this area.

*Questions of the Quarter…*
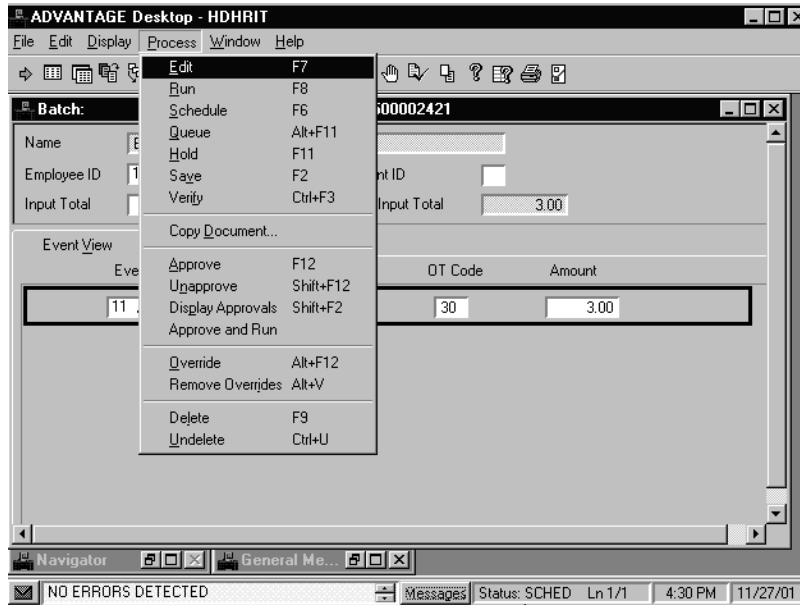
**I entered in all of my CPERs into ADVANTAGE, did a Process: Edit (F7) and forgot to Process: Run (F8) some of the documents.  What will happen?**

There is a new feature in ADVANTAGE-HR that will automatically schedule your documents to run in the nightly cycle after you Process: Edit (F7).   This will occur provided the documents have no errors during the nightly cycle.  The status of the documents will appear on the SUSF (Document Listing) as SCHED.  The database will be updated with all the leave usage/earned after the nightly cycle has run and the status of the document will change to ACCPT.

**After I enter in my timesheets I need to review them for any errors.  I can't remember how to find them in ADVANTAGE.  How do I find my documents?**
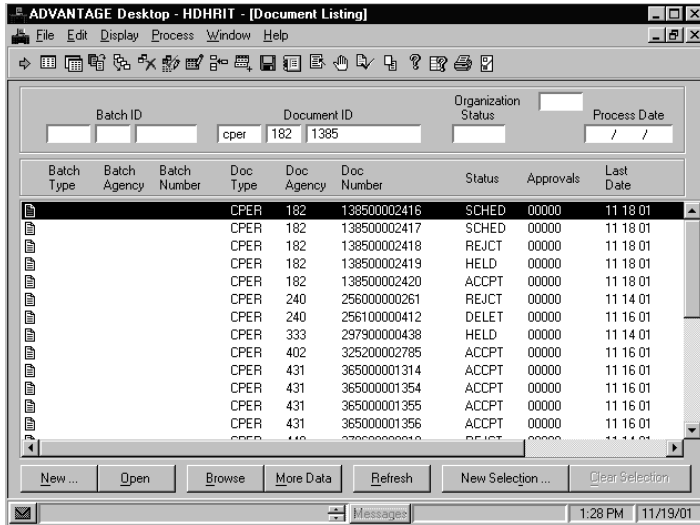
To review your documents, go to the Navigator Window and open the SUSF (Document Listing) screen by clicking Open at the bottom right side of the Navigator Window or double clicking on the highlighted SUSF.
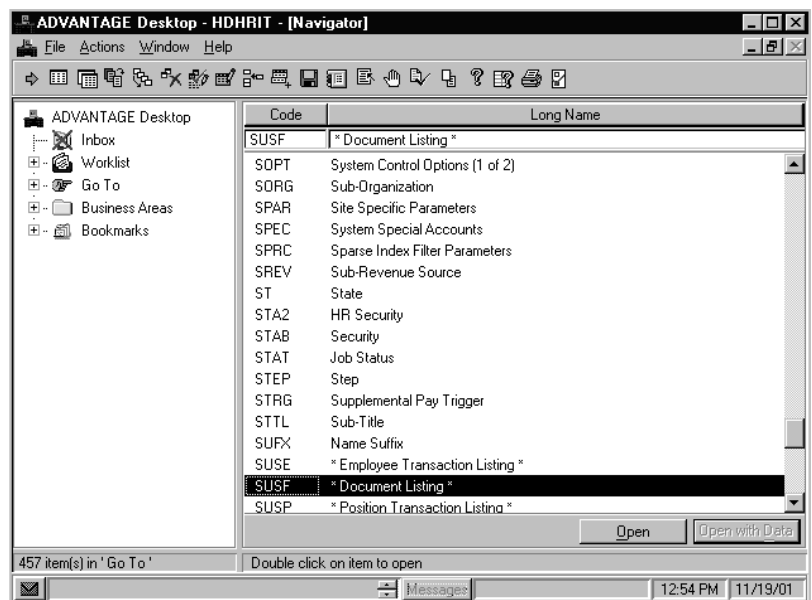
*From the HR Help Desk continued from page nine.*

There are several ways to search for your documents.



2.  You can also search for documents by clicking the New Selection button on the document-listing (SUSF) screen.

    After selecting New Selection, the Document Selection screen will appear.





1.  Under the heading Document ID enter the type of document you are searching for (CPER, PPER), your 3-digit agency number and either the full document number or the budget account (home org). Click Browse at the bottom of the screen or F4 on your keyboard. You can then review the status of your documents.
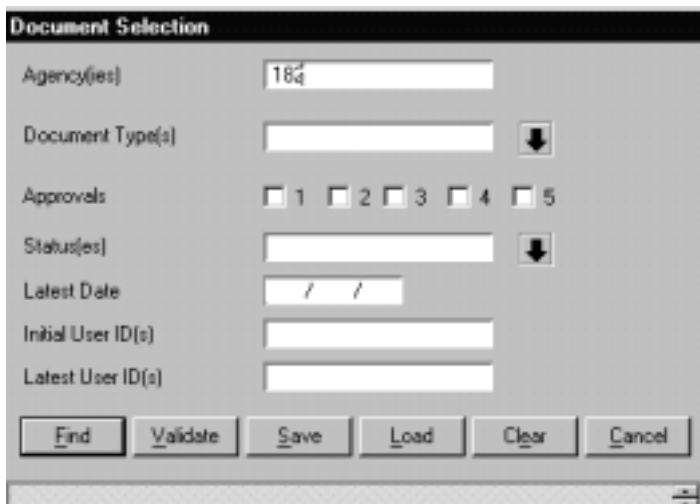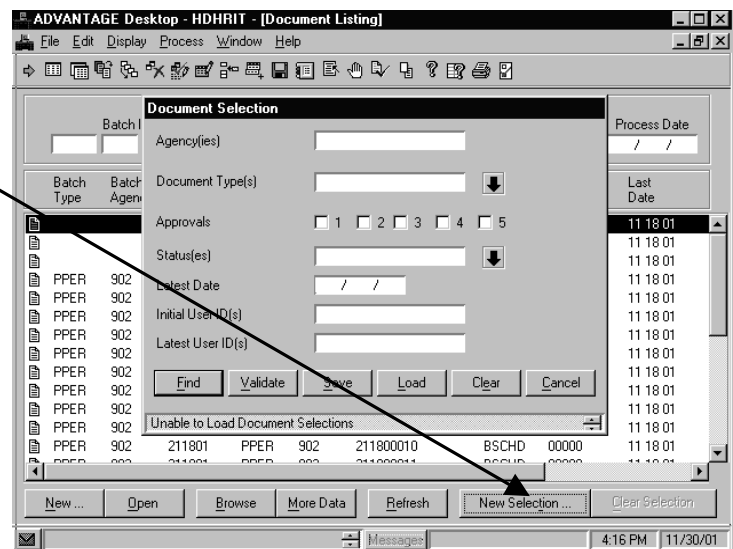
    **SCHED:** The document should run in the nightly cycle provided there are no errors. The status will change to ACCPT.

    **REJCT:** The document has errors and needs to be fixed before it can be accepted or scheduled.

    **ACCPT:** The document is free of errors and has been processed.

Type your agency number (s) in Agency (ies).

Use the down arrow to the right of Document Type (s) to get a list of documents.

*From the HR Help Desk continued from page ten.*

On Select Choices table double click on the preferred choice to move it to the Selected Choices box. Or highlight the available choice and click the Add button. Then select 'OK'

After all desired documents have been selected, click the Find button.

This will bring up a list of all documents that you have entered for your agency! ◈

# IFS - Financial Training Schedule

## This quarter…

**January 8, 9, 10**
*Agencies:*   DMV, Administrative Services

**January 22, 23, 24**
*Agencies:*   PS, Administrative Services

**February 5, 6, 7**
*Agencies:*   Department of Education

**February 19, 20, 21**
*Agencies:*   Emergency Management Division,
                    DMVPS
                 NV Attorney for Injured Workers,
                    DBI
                 POST
                 Energy Office, DBI
                 Financial Institutions Division, DBI
                 Nuclear Waste Projects Office

**March 5, 6, 7**
*Agencies:*   Department of Taxation
                 Health Care Financing Division, DHR

**March 19, 20, 21**
*Agencies:*   Forestry Division, DCNR
                 State Parks, DCNR

**Please note:**  *Schedule subject to change.*

## Location, location, location…

Unless otherwise indicated, training is at the

**IFS Training Center
727 Fairview Drive
Carson City, NV**

## Looking ahead…

**April 1, 2, 3**
*Agencies:*   Athletic Commission, DBI
                 Taxicab Authority, DBI
                 Labor Commission, DBI
                 Colorado River Commission
                 Transportation Services, DBI
                 Commission on Postsecondary
                    Education
*Location:*   Dept. of Human Resources
                 Professional Development Center
                 701 N. Rancho Dr.
                 Las Vegas, NV

### ON-LINE REGISTRATION AVAILABLE FOR ADDITIONAL CLASSES

Register for classes on-line at www.state.nv.us/controller/IFS.html.  If you have any questions about on-line registration, call Connie Swanson at 775/684-8163.
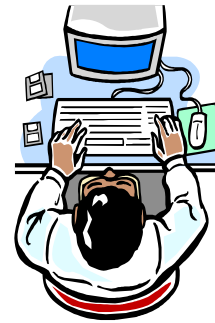
### Additional Classes Available

Additional Document Training classes covering Basic Navigation, Cash Receipt (CR), Payment Voucher (PV), Restricted Journal Voucher (JVR) and Purchasing documents (RX, RC) are now available in Carson City only.  Please send new employees, employees who missed the rollout training or employees needing additional practice.  All participants must attend a Basic Navigation class prior to CR, JVR, PV, RX and RC training.  **Classes are subject to cancellation if enrollment is less than five students.**

| | | | | |
|---|---|---|---|---|
| Basic Navigation | January 15 | February 12 | March 12 | 8:30 am - noon |
| Cash Receipt (CR) | January 16 | February 13 | March 13 | 8:30 – 10:30 am |
| Restricted Journal Voucher (JVR) | January 16 | February 13 | March 13 | 10:30 am - noon |
| Payment Voucher (PV) | January 16 | February 13 | March 13 | 1 – 3:30 pm |
| Purchasing documents (RX, RC) | January 17 | February 14 | March 14 | 8:30 am - noon |

**IFS-HR**
**Training Schedule**

**2002 1st Quarter**
**January to March**

| Class Date | Course Name | Class Start Time | Class Stop Time | Location City | Class ID |
|---|---|---|---|---|---|
| 1/10/02 | IFS-HR Navigation | 8:30 | 12:00 | Carson City | 658 |
| 1/29/02 | IFS-HR Navigation | 8:30 | 12:00 | Carson City | 629 |
| 2/12/02 | IFS-HR Navigation | 8:30 | 12:00 | Carson City | 628 |
| 2/25/02 | IFS-HR Navigation | 9:30 | 12:00 | Las Vegas | 630 |
| 3/12/02 | IFS-HR Navigation | 8:30 | 12:00 | Carson City | 637 |
| 3/25/02 | IFS-HR Navigation | 9:30 | 12:00 | Las Vegas | 640 |
| | | | | | |
| 1/10/02 | IFS-HR Timesheet | 1:30 | 4:00 | Carson City | 659 |
| 1/29/02 | IFS-HR Timesheet | 1:30 | 4:00 | Carson City | 631 |
| 2/12/02 | IFS-HR Timesheet | 1:30 | 4:00 | Carson City | 634 |
| 2/25/02 | IFS-HR Timesheet | 1:30 | 4:00 | Las Vegas | 635 |
| 3/12/02 | IFS-HR Timesheet | 1:30 | 4:00 | Carson City | 638 |
| 3/25/02 | IFS-HR Timesheet | 1:30 | 4:00 | Las Vegas | 641 |
| | | | | | |
| 1/23/02 | IFS-HR Appointment | 8:30 | 12:00 | Carson City | 633 |
| 2/20/02 | IFS-HR Appointment | 8:30 | 12:00 | Carson City | 636 |
| 2/26/02 | IFS-HR Appointment | 8:30 | 12:00 | Las Vegas | 661 |
| 3/20/02 | IFS-HR Appointment | 8:30 | 12:00 | Carson City | 639 |
| 3/26/02 | IFS-HR Appointment | 8:30 | 12:00 | Las Vegas | 662 |

### LOCATION/SITE ADDRESSES

**CARSON CITY**                                    **LAS VEGAS**

**IFS-HR**                          **Professional Development Center (PDC)**
**727 Fairview Drive**                          **701 North Rancho**
**Carson City NV**                              **Las Vegas NV**

NOTE:   Navigation is a pre-requisite to the Timesheet and Appointment classes.

To sign up for a class with IFS-HR you must complete a confidentiality statement and a training request form.  You may retrieve these forms from the IFS-HR website at ifs.state.nv.us or you may contact Cynthia Martinez at 775-684-5325.